

**Town of Williamsport  
Mayor & Council Minutes  
July 13, 2009**

A regular meeting of the Williamsport Mayor and Council was held on July 13, 2009, at 7:00 p.m. at the Williamsport Town Hall.

In attendance were:

Mayor James G. McCleaf II  
Assistant Mayor Tony Drury  
Council member Tearza Knode  
Council member Joan Knode  
Council member Timothy Fraker  
Council member James Kalbfleisch  
Town Attorney Edward Kuczynski

Also Present – Donnie Stotelmyer, Town Clerk

Mayor James McCleaf II called the meeting to order.

Mayor James G. McCleaf II asked all in attendance to stand for a moment of silence followed by the Pledge of Allegiance.

A motion was made by Assistant Mayor Drury to accept the minutes of the June 8, 2009 Public Hearing on the FY Budget for 2010, the June 8, 2009 Public Hearing on proposed sewer increases, the June 8, 2009 Regular Meeting, the minutes of the June 24, 2009 special meeting and the minutes of the July 7, 2009 Special Meeting, seconded by Councilwoman T. Knode, with all voting in favor, motion carried.

**Financial Reports**

No financial report was given.

**Guests**

Mayor James G. McCleaf II introduced Mr. Fred Frederick of Frederick Seibert & Associates. Mr. Frederick was present to explain to the Mayor & Council the proposed expansion of Tony's Pizza in the Town of Williamsport. The canopy will extend into the State Highway right-of-way. Mr. Seibert requested the Council consider a license agreement for Tony's Pizza to authorize the canopy until such a time that the right-of-way is needed by the Town. A motion was made by Councilwoman T. Knode, seconded by Councilman Kalbfleisch, to grant a license agreement between the Town of Williamsport and Tony's Pizza, allowing the canopy encroachment until such a time that the right-of-way is needed, with all voting in favor, motion carried.

Mayor McCleaf introduced Gordon Poffenberger, an Engineer from Fox & Associates, Inc. Mr. Poffenberger was present to explain to the Mayor & Council that the Williamsport American Legion was proposing a zoning change for property that is located to the rear of the existing Legion facility. Town Attorney, Ed Kuczynski explained the process of adopting the zoning change and a public hearing will be held August 10, 2009 at 6:30p.m.

Mayor McCleaf introduced Mr. Leatherman of the Downsville Ruritan Club. MR. Leatherman presented a check in the amount of \$200.00 to the Mayor & Council. This money is to be used for Christmas lights in the Byron Memorial Park. Councilman Tim Fraker made a motion to grant permission to the Downsville Ruritan Club use of the Byron Memorial Park for a carnival tentatively scheduled for June 14 – 19, 2010, seconded by Councilwoman T. Knode, with all voting in favor, motion carried. Councilman Fraker made another motion to allow the Downsville Ruritan Club schedule a second carnival to be held in Byron Memorial Park on September 24 – 27, 2009, seconded by Assistant Mayor Drury, with all voting in favor, motion carried.

### **Correspondence**

Donnie Stotelmyer, Town Clerk read a thank you card from Ms. Johnna Marvelis of the Realtors Association, thanking the Mayor and Council for the use of the Town Hall.

### **Reports**

Mayor James McCleaf reported that the next Washington County Municipal League meeting will be held by the Town of Williamsport. This event will be held at the Byron Memorial Park at Pavilion 3 on July 27, 2009 at 6:00p.m. Crabs and pork will be served. The cost is \$35.00 per person. If anyone is interested in attending please contact Town Hall.

Mr. Jerry Knode gave the History & Museum report. Mr. Knode reported that Mr. Mathew Dodd will be attending the next meeting scheduled for June 28, 2009 at 7:00 p.m. He also reminded all in attendance that Williamsport Days is coming soon.

Councilwoman T. Knode reported that she will be setting up a committee to work towards code enforcement in the Town of Williamsport.

Mayor James G. McCleaf gave the June 2009 Sheriffs report.

### **Council Reports**

Councilman J. Kalbfleisch gave the electric report. Councilman Kalbfleisch informed the Mayor & Council that Donnie Stotelmyer, Town Clerk attended a meeting with the Public Service Commission on Thursday July 9, 2009 at 2:00p.m. This hearing was held in the Commissioners 19<sup>th</sup> floor hearing room in the William Donald Schaefer Tower, 6 St. Paul St, Baltimore, MD. The hearing consisted of the electric fuel rate and purchase power adjustment charges for the Town of Williamsport municipal electric light plant. This was case #9507(c). The hearing examiner was satisfied with electrical reporting for the Town of Williamsport for fiscal year 2008-2009.

Councilman Fraker reported that so far at the L. Beard Miller Pool this season thee have been

- No accidents to report
- Daily crowds of around 150 people
- 3 camps attend weekly
  - Citikids
  - Rehoboth
  - Washington County Recreation Camp
- Lessons
  - 5 sessions total – 494 kids have taken lessons

- Construction
  - Baby Pool – permits are in process of being obtained
  - Diving Board – awaiting Washington County approval

Councilwoman J. Knode reported that the Farmers Market held on Thursdays from 3:30p.m. to 6:30p.m. at the Springfield Barn is going great. She also reported that she attended the Trail Towns meeting and that the Town will need to pass a Trail Towns Resolution in the near future.

Ms. Bobbi Cole reported on the upcoming Williamsport Days. Many events are scheduled for that weekend including a pool party, street dance and a car show. The Trolley will also be running during the event.

Assistant Mayor Drury reported that plans for the upcoming Bike Nite to be held on July 18, 2009 are coming along well. Custom Bikes from Savage Bike Builders of Frostburg, MD will be on display. It is expected to be a great success. He also reported that the next Merchants Meeting will be on August 4, 2009 at 6:00p.m. at the Town Hall. Also a Neighborhood Watch Program is being discussed.

Councilwoman T. Knode reported that the 4<sup>th</sup> of July festivities went great. She also reported that 400 care packages for the troops were assembled. She also reported that Town Employee, Dave Danfelt's, son will be leaving for a tour of duty in Afghanistan very soon. The Boat Ramp project is moving forward, and the Town has applied for additional funding for parking and improvements for River Bottom Park. Councilwoman T. Knode made a motion to place pink lights in the Byron Memorial Park during Breast Cancer Awareness Week, seconded by Assistant Mayor Drury, with all voting in favor, motion carried.

### **Mayors Report**

Mayor McCleaf reported that the pre-audit was done by Draper & McGinley went good and gave all Council Members a copy of the Financial Report.

Mayor McCleaf reported that the 4<sup>th</sup> of July events were great and thanked Councilwoman T. Knode for a job well done.

Mayor McCleaf reported that he had a meeting set up with Mr. Nelson Deal and Noel and Sue Kunkle to discuss the July 4<sup>th</sup> celebration 2010 scheduled for Byron Memorial Park. This meeting is to be held on July 14<sup>th</sup>, 2009.

Mayor McCleaf asked the Town Clerk to send a Thank You Letter to the Color Guard for their performance at the 4<sup>th</sup> of July event.

Mayor McCleaf also reported that Assistant Mayor Drury and Town Clerk Donnie Stotelmyer have been working on obtaining additional stimulus monies for the Water/Sewer Project.

Mayor McCleaf also reminded the Council that August 4, 2009 was National Night Out and also that Williamsport Days was rapidly approaching.

### **Unfinished Business**

Mayor McCleaf reviewed with the Council that at the June 8, 2009 Regular Meeting a 7% increase was proposed for the Sewer Rate increase was introduced. Discussion was held concerning the proposed rate increase. A motion was made by Assistant Mayor Drury to increase the Sewer rates by 7% in the Town of Williamsport, seconded by Councilwoman T. Knode, with all voting in favor, motion carried.

Mayor McCleaf reviewed with the Council the bid proposals for the Construction and Management Services for the Boat Ramp Project located at the River Bottom Park. The Companies that submitted bids were as follows:

ARRO Engineering & Environmental Company

270 Granite Run Dr.

Lancaster, PA 17601

Design Assistance	\$ 740.00
-------------------	-----------

Bidding Services	\$1,450.00
------------------	------------

Construction Services	<u>\$5,710.00</u>
-----------------------	-------------------

Total Bid	<b>\$7,900.00</b>
-----------	-------------------

Phone 717-569-7021 Fax 717-560-0577

Thrasher Engineering

30 Columbia Blvd

P.O. Box 1532

Clarksburg, WV 26301

Phone 304-624-4108 Fax 304-624-7831

Project Scoping	\$ 2,400.00
-----------------	-------------

Bidding & Negotiation	\$ 6,000.00
-----------------------	-------------

Design Review	\$ 4,000.00
---------------	-------------

Material Testing	\$ 1,500.00
------------------	-------------

Project Inspection	<u>\$ 4,250.00</u>
--------------------	--------------------

Total Bid	<b>\$18,150.00</b>
-----------	--------------------

Fox & Associates

981 Mt. Aetna Rd.

Hagerstown, MD 21740

Phone 301-733-8503 Fax 301-733-1853

Topographic Survey & concept plan	\$ 4,900.00
-----------------------------------	-------------

Construction Plans and Bid package prep	\$13,500.00
---	-------------

Construction Administration	<u>\$ 6,300.00</u>
-----------------------------	--------------------

Total Bid	<b>\$24,700.00</b>
-----------	--------------------

Mayor McCleaf also reviewed a letter from the Maryland Department of Natural Resources concerning the bid packets submitted for the Construction and Management Services. Mr. Kenneth Ropp, Regional Program Administrator of the Waterway Improvement Program. Mr. Rupp and the DNR recommended that based on the Mayor and Council reviews of the bid documents and meeting with the consultants the Town of Williamsport has dropped the low bidder for not meeting the requirements of the RFP. The DNR recommended the second low bidder, Thrasher Engineering, in the amount of \$18,150.00, to provide preliminary plans, bid documents and associate services to the Town of Williamsport and a also a copy to the DNR. A motion was made by Councilwoman T. Knode to award the Construction and Management Services contract to Thrasher Engineering in the amount of \$18,150.00, seconded by Councilman Kalbfleisch, with all voting in favor, motion carried.

Mayor McCleaf reviewed with the Council the bid proposals for the Springfield Farm Sprinkler System. The Company's that submitted bids were as follows:

L&M Fire Protection LLC

630 Winchester Ave  
Martinsburg, WV 25402  
Phone 304-267-7474 fax 304-267-7878

1 <sup>st</sup> Draw	\$48,608.22
Mobilization and stop drawings	
Order pump, underground fire line installation	
2 <sup>nd</sup> Draw	\$48,608.00
Sprinkler materials and installation	
3 <sup>rd</sup> Draw	
Delivery and set-up of diesel fire	
Pump system	
4 <sup>th</sup> Draw	
Construction of pump, enclosed testing	
& certification of system	
TOTAL BID	<b>\$174,608.00</b>

Spectrum  
10226 Govenor Lane Blvd  
Williamsport, MD 21795  
Phone 301-223-0000 Fax 301-223-9765

Underground	
Sprinkler Room	
Sprinkler System	
TOTAL BID	<b>\$146,000.00</b>

Mayor McCleaf held discussion on the bid proposals. Councilwoman J. Knode made a motion to award the Springfield Farm Sprinkler System to Spectrum for a total of \$146,000.00, seconded by Assistant Mayor Drury, with all voting in favor, motion carried.

A motion was made by Councilwoman J. Knode to remove \$200,000.00 in funds from the Springfield Farm Acct. to be used for the sprinkler system and to renovate the hog crib to update the restroom facilities, seconded by Councilwoman T. Knode, with all voting in favor, motion carried.

### **New Business**

Mayor McCleaf informed the Council that Boy Scout Troop 903 of Huntingtown, MD is requesting permission to camp at Byron Memorial Park on August 3, 2009. Discussion was held. Councilwoman T. Knode made a motion to allow Boy Scout Troop 903 from Huntingtown, MD to camp at Byron Memorial Park on August 3, 2009, seconded by Assistant Mayor Drury, with all voting in favor, motion carried.

Mayor McCleaf informed the Council that Breast Cancer Awareness – Cumberland Valley Inc is requesting permission to place Breast Cancer Awareness pink ribbons on the parking meters, utility poles and trees along Conococheague St and the park beginning Monday October 12, 2009 through October 18, 2009. . A motion was made by Councilwoman T. Knode, seconded by Councilwoman J. Knode, with all voting in favor, to allow Breast Cancer Awareness of Cumberland Valley to place pink ribbons on Conococheague St. and in the park beginning October 12<sup>th</sup> through the 19<sup>th</sup> in the Town of Williamsport, motion carried.

Mayor McCleaf held discussion on planning the July 4<sup>th</sup>, 2010 celebration for the Town of Williamsport.

Councilwoman T. Knode made a motion to award the fireworks demonstration to Schaefer Pyrotechnics, seconded by Assistant Mayor Drury, with all voting in favor, motion carried.

Mayor McCleaf reviewed with the Council a draft of a Trail Towns Resolution that was submitted by Ms. Cathy McCollown, Director of the Trail Towns Program. Councilwoman J. Knode explained to the Mayor and Council that towns along the canal can take advantage of the free help/advise/guidance from the RTCA. If chosen, each town will need to adopt the resolution and it will be attached to the RTCA application. Councilwoman J. Knode made a motion to adopt the Resolution, as presented, for the Town of Williamsport to participate in the Trail Town Program, seconded by Councilwoman T. Knode, with all voting in favor, motion carried.

Mayor McCleaf informed the Council that Boy Scout Troop 10 from Cumberland, MD is requesting permission to camp at Byron Memorial Park on July 18, 2009. A motion was made by Assistant Mayor Drury to allow Boy Scout Troop 10 from Cumberland, MD to camp at Byron Memorial Park on July 18, 2009, seconded by Councilman Kalbfleisch, with all voting in favor, motion carried.

Mayor McCleaf explained to the council that the Conococheague Little league President, Walter Williams, had requested that possibly the Town of Williamsport could assist the 9-10 year olds with travel expenses to the State of Maryland Little League Tournament. The Mayor and Council held discussion on the cost that would be associated with this tournament. A motion was made by Assistant Mayor Drury to assist with travel expenses associated with the 9-10 year olds State of Maryland Little league Tournament, seconded by Councilwoman J. Knode, with Councilwoman T. Knode abstaining from the vote and all others voting in favor, motion carried.

Mayor McCleaf reviewed with the Council possibilities what could be done to clean up the Town of Williamsport's maintenance yard located at Cushwa Basin. Also discussed was that when the Trail Towns assessment was done it was recommended that the Town of Williamsport's maintenance yard needed to be cleaned up. The Mayor and Council held discussion on the possibility of relocating the maintenance yard. Mayor McCleaf reviewed with the Council the possibility that the C&O Canal Historic Park could utilize the property currently being used for the Town's Maintenance Yard if an alternative site could be found, but that the current site would need to be cleaned up. Mayor McCleaf stated that the property located behind the Minor League Field is an option. Discussion took place on other possibilities. Town Attorney, Ed Kuczynski stated that the Town of Williamsport should not convey this property back to the American Legion as had been requested by them. Thrasher Engineering will review and advise the Mayor and Council on the feasibility of a new Town of Williamsport maintenance yard.

Mayor McCleaf reviewed with the Council bids submitted for the replacement of the backporch of the Town of Williamsport Memorial Library. The bids were as follows:

Lone Star 16909 Hastings Dr. Williamsport, MD 21740 Phone – 301-223-4008	\$3,466.00
---	------------

Fred Gaylor 12318 Walnut Pointe West Hagerstown, MD 21740 Phone 301-223-6462	\$4,488.00
---	------------

Wise Construction Ins  
16634 Speilman Rd.  
Fairplay, MD 21733  
Phone 301-416-3434

\$3,282.06

A motion was made by Councilwoman J. Knode to award the bid for the replacement of the back porch of the Town of Williamsport Memorial Library to Fred Gaylor, seconded by Assistant Mayor Drury, with all voting in favor, motion carried.

### **Citizen Participation**

County Commissioner Kristen Alshire was present and addressed the Mayor and Council. Commissioner Alshire tries to attend 2 Town meetings a month.

Mr. Ken Lafferty addressed the Mayor and Council that he felt this Fourth of July was quieter in comparison to past years. He also asked if it was possible to store the historic cannons in a different area of the Town Hall that would be safer.

A motion was made by Councilman Fraker, seconded by Councilman Kalbfleisch to rename the current lecture hall in honor of Sue Ann Sullivan, long time employee of the Town of Williamsport Memorial Library who recently passed away, with all voting in favor, motion carried.

A motion to adjourn was made by Councilman Fraker, seconded by Assistant Mayor Drury, with all voting in favor, motion carried.

Meeting Adjourned.

Respectfully submitted,

Donnie Stotlemeyer  
Town Clerk  
Town of Williamsport